



Employee Job Description		
Position Title: Part Time Non-Emergency Medical Transporter		
Position ID #		
Facility: St. Croix Tribal Health Clinic		
Job Family: Health and Human Services	Comp Grade: \$15.00 hourly	Status: PT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

The Non-Emergency Medical Transporter (NEMT) is responsible for the timely and safe transport of clients to medical appointments (including ongoing specialty treatments), and may also assist in delivery of medications to patients from the St. Croix Tribal Health Clinic Pharmacy.

Essential Functions:

Through kind and compassionate service utilizing the Health and Human Services transportation fleet, Non-Emergency Medical Transporters help our community members access needed health services and medications by removing transportation-related barriers. NEMTs ensure passengers arrive at their appointments on time to achieve the best possible health and wellness outcomes. Scheduling passengers and determination of eligibility is not a responsibility of this position. All that is needed is excellent driving skills in any weather condition, an even temper for demanding situations, ability to adapt to a busy environment, good communication skills and a passion for helping others.

Job Duties:

- Review schedule and work orders from Transportation Manager for weekly transports
- Assist clients entering and leaving the vehicle, including assisting patients with wheelchair transportation to and from vehicle
- Follow all traffic laws and safety guidelines to ensure safe transport
- Drive clients to their destination arriving 10 minutes before scheduled appointment

- Report back to supervisor if clients are not at scheduled pickup or of any concerns at scheduled pickup or during transport
- Report traffic, weather concerns to supervisor
- Report any incidents, accidents, or vehicle concerns to supervisor immediately
- Operate wheelchair lifts as needed, secure wheelchair appropriately
- Communicate with pharmacy staff and Transportation Manager to coordinate medication delivery for patients when needed
- Obtain signatures for medication deliveries as required by law
- Adhere to all company policies and protocols
- Any other duties assigned by supervisor

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: N/A

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Directly Reporting to: Transportation Manager

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 50 pounds.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.

Minimum Qualifications

- Must possess a valid Wisconsin driver's license without driving offenses/point deductions.
- Must have previous customer service experience and enjoy helping others.
- Must have experience providing and following directions in a thoughtful, caring and timely manner.
- Excellent communication skills.

- Needs commitment to timeliness and attention to detail.

Preferred Qualifications:

- Have experience driving in tri-state area of WI, MI and MN, including confidence in both rural and metro driving situations.
- First Aid/CPR Certification (offered through company if not already obtained)

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name		Supervisor Signature	Date

*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.